



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND
102 MCNAIR DRIVE
FORT MONROE VIRGINIA 23651-1047

ATCS-X

13 Jun 2005

MEMORANDUM FOR

Deputy Chiefs of General and Chiefs of Special Staff Offices,
HQ TRADOC
Director, Futures Center

SUBJECT: HQ TRADOC FY06 Holiday Observances and Organization Day

1. Reference AR 600-8-10, 31 July 2003, Leaves and Passes.
2. HQ TRADOC FY06 holiday schedule follows:

a. Public holidays to be observed:

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|------------------|--|
| 10 October 2005 | Columbus Day |
| 11 November 2005 | Veterans' Day |
| 24 November 2005 | Thanksgiving Day |
| 25 December 2005 | Christmas Day (<i>Observed 26 Dec</i>) |
| 1 January 2006 | New Year's Day (<i>Observed 2 Jan</i>) |
| 16 January 2006 | Martin Luther King, Jr. Day |
| 20 February 2006 | Presidents' Day |
| 29 May 2006 | Memorial Day |
| 4 July 2006 | Independence Day |
| 4 September 2006 | Labor Day |

b. Training holidays to be observed:

| | |
|------------------|---|
| 7 October 2005 | (Friday before Columbus Day) |
| 14 November 2005 | (Monday after Veterans' Day) |
| 25 November 2005 | (Friday after Thanksgiving Day) |
| 23 December 2005 | (Friday before Christmas Day) |
| 30 December 2005 | (Friday before New Year's Day) |
| 13 January 2006 | (Friday before Martin Luther King, Jr. Day) |
| 17 February 2006 | (Friday before Presidents' Day) |
| 26 May 2006 | (Friday before Memorial Day) |
| 3 July 2006 | (Monday before Independence Day) |
| 1 September 2006 | (Friday before Labor Day) |

3. Dependent upon mission and operational requirements, the days in subparagraph 2b above will be treated as training holidays for military personnel. Civilian personnel may, at their request, be

ATCS-X

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granted annual leave, compensatory time off, or leave without pay. Maximum use of leave is encouraged.

4. HQ TRADOC will begin the holiday season starting 20 Dec 05 to 2 Jan 06. Staff offices will remain operational throughout the holiday period except for the Christmas and New Year's days off and designated training holidays (23 Dec and 30 Dec). However, manning may be reduced depending on mission requirements. It is up to each DCS/Staff Principal to manage staffing for their organizations. Army regulations and civilian labor practices must be followed in planning/executing holiday work schedules.

5. To ensure safe and enjoyable holiday periods, supervisors will conduct pre-holiday safety briefings.

6. HQ TRADOC Organization Day will be held Friday, 30 June 2006. Organization Day is considered a duty day, and personnel not participating will be at their normal place of duty or on approved leave.

7. This policy applies to HQ TRADOC only. Subordinate commanders may approve training holiday periods at their discretion.

8. HQ TRADOC point of contact is Mrs. Joyce Elmore, DSN 680-2684, joyce.elmore@us.army.mil.

FOR THE COMMANDER:



ANTHONY R. JONES
Lieutenant General, U.S. Army
Deputy Commanding General/
Chief of Staff

CF:

Commanders

U.S. Army Combined Arms Center

U.S. Army Combined Arms Support Command

U.S. Army Accessions Command

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ATCS-X

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CF: (CONT)

Headquarters, Fort Monroe

Joint Task Force Civil Support

Commandants, TRADOC Schools Directors

U.S. Army Nuclear and Chemical Agency

U.S. Army Aeronautical Services Agency

U.S. Army TRADOC Analysis Center

Installation Management Agency, Northeast Region

Army Contracting Agency, Northern Region

Network Enterprise Technology Command Northeast

SAIC, Fort Monroe MI Detachment

USAAA TRADOC Field Office